

RECORDS RETENTION SCHEDULE WITH DESCRIPTIONS

INFORMATION TECHNOLOGY DEPARTMENT
RECORDS MANAGEMENT

RECORD
CONTROL
NUMBER

RECORD TITLE/DESCRIPTION/AND RETENTION

01 (ACT) ACCOUNTING

010609 BANK RECONCILEMENTS

This series contains date, balance, and outstanding checks.

RETENTION: Retain for 3 years after the current fiscal year (ACFY), then dispose by landfill.

010611 REPORTS OF ACCOUNT RECONCILIATION/BANK LEDGER

This series contains treasurer's depository account listing of outstanding warrants, number, and amount.

RETENTION: Retain for 3 years after the current fiscal year (ACFY), then dispose by landfill.

010614 MISCELLANEOUS RECEIPTS

This series contains miscellaneous receipts and credit receipts on various accounts.

RETENTION: Retain for 6 years after the current fiscal year (ACFY), then dispose by landfill.

010615 BANK CHECK REGISTER

This series contains record of warrant number and amount, treasurer's checks, deposits, interest earned on balance; reconciled with daily balance.

RETENTION: Retain for 6 years, then dispose by landfill.

010616 REGISTER OF DISBURSEMENTS

This series contains record of warrants issued, disbursement from county, fire district, city or school district funds. Monthly posting to treasurer's ledger.

RETENTION: Retain for 5 years, then dispose by landfill.

- 010905 PLEDGES OF ASSETS
This series contains pledges of assets as security for deposits from banks for release of county funds.
- RETENTION: Retain for 3 years after the current fiscal year (ACFY), then dispose by landfill.
- 011006 TAX POSTING AND APPORTIONMENT PRINTOUTS
This series contains all tax collections and appointment of taxes. Includes record of apportionment to county funds, showing name and number of township and school district for mobile home and real estate.
- RETENTION: Retain for 5 years after the current fiscal year (ACFY), then dispose by landfill.
- 011007 DAILY CASH CARDS
This series contains daily collections and disbursements of tax, delinquent tax, leases, and mobile homes.
- RETENTION: Retain for 5 years, then dispose by landfill.
- 011008 NOVEMBER 2ND NOTICE STATEMENTS
This series contains October second notice statements.
- RETENTION: Retain for 6 years, then dispose by landfill.
- 011305 LEDGER, TREASURER
This series contains records of monthly distribution of state and county funds by name of funds.
- RETENTION: Retain for 3 years after the current fiscal year (ACFY), then dispose by landfill.
- 011314 LEDGER, COUNTY FUNDS
This series contains monthly statement of county funds receiving share of interest earned on investments.
- RETENTION: Retain for 3 years after the current fiscal year (ACFY), then dispose by landfill.
- 011321 LEDGER, JOURNAL ENTRIES
This series contains account, date, debit, credit, post reference, and includes statements from law offices for court costs and receipts for land purchased.
- RETENTION: Retain for 3 years after the current fiscal year (ACFY), then dispose by landfill.

- 011322 TAX LEDGER
This series contains record of state, county and school district funds, showing tax collections, abatements, and balance.

RETENTION: Retain for 10 years after the current fiscal year (ACFY), then dispose by landfill.
- 011323 LEDGER, SCHOOL DISTRICT
This series contains records of collections and interest for school districts.

RETENTION: Retain for 3 years after the current fiscal year (ACFY), then dispose by landfill.
- 011324 LEDGER, CUSTODIAN ACCOUNT
This series contains records of collections and interest for cities.

RETENTION: Retain for 3 years after the current fiscal year (ACFY), then dispose by landfill.
- 011325 LEDGER, INVESTMENT
This series contains records of cash investments, certificates of deposit, rate of interest, date and amount collected.

RETENTION: Retain for 5 years, then dispose by landfill.
- 011326 DAILY TAX COLLECTION REGISTER
This series contains daily computer sheets showing taxes received.

RETENTION: Retain for 5 years, then dispose by landfill.
- 011327 TREASURER'S GENERAL LEDGER
This series contains record of receipts and disbursements from state and county funds, showing collections, payments, and balances.

RETENTION: Retain for 10 years, then dispose by landfill.
- 011328 LEDGER, DELINQUENT TAX/UNCOLLECTED TAX LEDGER
This series contains monthly abstract of delinquent taxes listing land and lot description, amount owed and collected.

RETENTION: Retain for 6 years, then dispose by landfill.

- 011507 COUNTY TREASURER'S REPORTS OF SCHOOL DISTRICT FUNDS
DISBURSED
This series contains a report sent to county superintendent and school district clerks showing total funds disbursed - yearly statement. Also receive same from other county treasurers. File also includes the monthly statement.
- RETENTION: Retain for 3 years after the current fiscal year (ACFY), then dispose by landfill.
- 011804 RECEIPTS, STATE TREASURER'S
This series contains monthly revenue collection receipts.
- RETENTION: Retain for 3 years after the current fiscal year (ACFY), then dispose by landfill.
- 011808 REVENUE ACCOUNT HISTORY
This series contains a record of mobile home receipts and miscellaneous receipts (anything other than real estate taxes). Shows collections to county, school district, or other funds. Monthly posting that is added to collections from apportionment sheet.
- RETENTION: Retain for 3 years after the current fiscal year (ACFY), then dispose by landfill.
- 011821 REPORTS FROM STATE TREASURER
This series contains electrical transmission line tax distribution, county's share of estate tax distribution, state revenue sharing distribution, 1 cent gas tax township road fund distribution, check accompanies report.
- RETENTION: Retain for 3 years after the current fiscal year (ACFY), then dispose by landfill.
- 011822 SCHOOL DISTRICT COLLECTION STATEMENT
This series contains statement of funds remitted from school districts from other counties. Carbon copies.
- RETENTION: Retain for 3 years after the current fiscal year (ACFY), then dispose by landfill.
- 011902 REMITTED FUNDS RECORD/TOWNSHIP FILES
This series contains statement of funds remitted covering collections to date for school districts, townships, cities, villages, and park districts.
- RETENTION: Retain for 3 years after the current fiscal year (ACFY), then dispose by landfill.

- 011903 REAL ESTATE RECEIPTS
This series contains real estate tax receipts.

RETENTION: Retain for 3 years after the current fiscal year (ACFY), then dispose by landfill.
- 012306 WORKSHEETS, REVENUE APPORTIONMENT
This series contains flood control, money receipts, housing authority payment, personal property payback, state highway.

RETENTION: Retain for 3 years after the current fiscal year (ACFY), then dispose by landfill.
- 012307 WORKSHEETS, ABSTRACT
This series contains list of taxpayer's name, amount of tax paid and itemizes total income to county for delinquent taxes and real estate tax.

RETENTION: Retain for 10 years after the current fiscal year (ACFY), then dispose by landfill.
- 012602 PLEDGE BOOKS/REPORTS
This series contains release and substitution of collateral, inventory statement, agreement of safekeeping of pledging securities.

RETENTION: Retain for 3 years after the current fiscal year (ACFY), then dispose by landfill.
- 05 (AF) AGENCY FEDERAL**
- 050201 U.S. GAMES RESERVE FILE

RETENTION: Retain for 10 years, then dispose by landfill.
- 45 (GC) GENERAL CORRESPONDENCE**
- 450103 RETURNED MAIL ITEMS
This series contains returned mail items. Does not included returned tax statements.

RETENTION: Retain for 1 year, then dispose by landfill.
- 450104 RETURNED MAIL ITEMS-TAX STATEMENTS
This series contains tax statements that were returned to the Office as they were not able to locate the individual.

RETENTION: Retain in office for 5 years, then dispose by landfill.

80 (SPS) PROGRAMS, PROJECTS, AND SERVICES

800381 REPORTS, SCHOOL

This series contains notice to school districts from Treasurer showing date, district, taxes, apportionment, and status of funds.

RETENTION: Retain for 3 years after the current fiscal year (ACFY), then dispose by landfill.

800382 MOBILE HOME RECORDS

This series contains tax receipts, applications and original tax statements for county registration, location and description, and transfers.

RETENTION: Retain for 3 years after the current fiscal year (ACFY), then dispose by landfill.

800383 TAX LIST BOOKS/TAX ROLLS

This series contains annual tax list by township. Lists property owner, number of acres, true and full value, property description, mill levy, taxable value, tax paid, date paid, and who paid or signed check.

RETENTION: Retain for 25 years after the current fiscal year (ACFY), then dispose by landfill.

800384 PROTEST TAX PAYMENTS

This series contains tax receipts, notice of protest and supporting documents.

RETENTION: Retain for 5 years after the current fiscal year (ACFY), then dispose by landfill.

85 (S/D) STAFF/DIVISION/UNIT

850401 COUNTY COMMISSIONER'S QUARTERLY REPORTS

This series contains quarterly reports.

RETENTION: Retain for 3 years after current fiscal year (ACFY), then dispose by landfill.

850402 COUNTY FAIR AND COUNTY FAIR BUILDINGS REPORTS

This series contains county fair and county fair buildings reports.

RETENTION: Retain for 5 years, then dispose by landfill.

90 (S/S/R) SURVEY/STUDY/REPORT

900227 REPORT, SUPPLEMENTARY

This series contains county Treasurer's year-end annual report to County Auditor of closing out of books.

RETENTION: Retain for 3 years after the current fiscal year (ACFY), then dispose by landfill.

900228 REPORTS FROM STATE TREASURER

This series contain report of monies distributed by State Treasurer to counties: includes estate, coal impact, oil and gas, highway tax. May include breakdown by township, school district and cities.

RETENTION: Retain for 3 years after the current fiscal year (ACFY), then dispose by landfill.

**900229 COUNTY TREASURER'S REPORT TO SCHOOL DISTRICT CLERK AND
COUNTY SUPERINTENDENTS.**

This series contains states status of custodial funds and investments. Yearly report.

RETENTION: Retain for 3 years after the current fiscal year (ACFY), then dispose by landfill.